



Variance Application and Instructions

VARIANCE PROCEDURE

1. **WHO MAY FILE:** An application for a Variance may be filed by a property owner or his/her representative. In all cases, the owner must sign the application.
2. **APPLICATION:** Application forms are available from the Auburn Planning and Community Development Department or on-line at the City's website (www.auburnwa.gov). After completing the application, file it with the Planning and Community Development Department with the required site plans and filing fee. Once the application is determined to be complete for processing, a public hearing will be scheduled before the Hearing Examiner. The Hearing Examiner typically meets on the third Tuesday of each month, although the date may change due to factors such as City holidays.

Be sure to complete the application in its entirety. An incomplete application may cause a delay in scheduling a public hearing.

3. **SITE PLAN:** Seven (7) copies of a site plan are required with the application. Site plans shall be accurately drawn to scale and shall illustrate the following:
 - a. Adjacent street(s).
 - b. Boundaries and dimensions of the site.
 - c. Location of buildings (existing and proposed).
 - d. Location of parking areas.
 - e. Location of feature requiring a variance.
4. **STAFF REVIEW:** The application will be reviewed by all affected City Departments, and a staff report will be prepared by the Planning and Community Development Department. The staff report will analyze the proposed Variance according to Section 18.70.010 of the Auburn Zoning Ordinance and a staff recommendation will be made. The staff report will be available at least four (4) days prior to the public hearing.
5. **EXAMINER HEARING:** The property owner and/or representative must be at the public hearing., otherwise, the hearing may be tabled until the next month.

Mailed, posted and published legal notice is required for all hearings. You will be required to post a notice board on the property and return the notice board to the Planning Department after the public hearing process is completed. A fee is required for the notice board (s).

Subsequent to the conclusion of the hearing, the Hearing Examiner will issue a written decision. The decision of the Examiner is final, subject to appeal to the City Council pursuant to Section 18.68.160 of the Zoning Ordinance.

6. **TIME FRAME:** It typically takes about 45 to 60 days to complete the Variance process.
7. **FEES:** \$206.00 for one (1) single family residence; \$525.00 for other.
Costs of public notice board signs range from \$21.00 to \$51.00 and will be dependent on the size of the property involved in the variance. More than one notice sign may be required depending on the number of streets the property abuts.

8. **SUBMITTAL DATES FOR HEARING EXAMINER PUBLIC HEARINGS:** At the time of your application, planning staff will advise you of the next available hearing date.
9. **QUESTIONS?:** Contact the Planning and Community Development Department at 253-931-3090.



VARIANCE APPLICATION

APPLICATION NUMBER		APPLICANT'S NAME	
Variance for: _____			
Date Received: _____		Fee Payment TR #: _____	
Received by: _____			
Sec. Twp. Rng: _____		Area Code: _____	
Zone District: _____		Comp Plan: _____	
Hearing Date: _____		Staff Lead: _____	

Site plans (

Information above will be completed by staff

COMPLETE THIS FORM WITH ALL ENTRIES BEING TYPED (except signatures) OR NEATLY PRINTED IN INK. IF ADDED SPACE IS NEEDED, ADD THE ADDITIONAL REQUIRED PAGES TO THIS APPLICATION.

1. Please give a general description of your request and, if you wish, provide other information that you feel supports the variance.
2. What unique physical conditions, including narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions, are associated with your property?

- Variance Application
Revised 1/6/2005

ALL PROPERTY OWNERS INCLUDED IN THIS APPLICATION MUST BE LISTED BELOW OPPOSITE A "PARCEL NUMBER" WHICH IS ALSO SHOWN ON THE LEGAL DESCRIPTION AND INDICATES THE PROPERTY OWNED BY EACH APPLICANT. YOUR SIGNATURE ALSO INDICATES YOU HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION AND ITS ATTACHMENTS

RIGHT OF ENTRY: BY SIGNING THIS APPLICATION, I GRANT THE CITY AND ITS AGENTS THE RIGHT TO ENTER UPON THE PROPERTY FOR PURPOSES OF CONDUCTING NECESSARY INSPECTIONS TO DETERMINE COMPLIANCE WITH APPLICABLE LAWS, CODES AND REGULATIONS, UNTIL SUCH TIME THE VARIANCE PROCESS IS COMPLETED.

PARCEL NUMBER	NAME, ADDRESS AND PHONE NUMBER (Please Print)	SIGNATURE/ DATE
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_____	_____	_____

Fax number _____

E-mail address _____

_____	_____	_____

Fax number _____

E-mail address _____

DESIGNATED CONTACT PERSON:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail address: _____

Please circle the best method to contact you: regular mail; fax; e-mail

LEGAL DESCRIPTION OF PROPERTY